

5 December 1967

MEMO Admin Staff

FROM CS/Pres STATINTL

SUBJECT: Air Travel, [REDACTED]

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1. With approval DDI and DOCI, [REDACTED] is replacing me in a speaking date Monday morning, 11 December, for the Staff College, Office of Civil Defense, Battle Creek, Michigan. OCD has agreed to reimburse costs through [REDACTED]

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[REDACTED] has the necessary forms to obtain reimbursement.

2. Please book the following air space, to enable Bill to speak for one hour from 0935. (Econ class where avbl)

Westbound

10 Dec 1815 Lv Wash(Natl) Northwest 371 arr Detroit 1935  
2015 Lv Detroit North Central 810 arr Battle Creek 2040.

11 Dec 1121 Lv BatCr. North Central 871 arr Detroit 1155  
1425 Lv Detroit Northwest 334 arr Wash Natl 1548.

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3. For [REDACTED]: if on arrival Battle Creek there is some indication you can't make the 1121 departure, an alternate possibility North Central 805 out of Kalamazoo (there's a limousine between Battle Creek and Kalamazoo for \$3) leaving Kalamazoo 13:59, arr Detroit 1436, whence you can connect either NW 344 Fanjet 1510, arr National 1905, or United 652 Viscount 1515 arr Dulles 1705.

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4. Once air travel is booked, [REDACTED] can call Mr. George M. Depew, Staff College OCD, Area Code 616, 962-6511, extension 6155, who will arrange hotel accommodation and provide any necessary information. Might ask him whether he has Vu-graph projector or whether it will have to be 2X2 slides. (Prefer Vu-graph; we have them all prepared.)

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5. Local OCD contact, Mr. Eric Savage, Industrial Preparedness, OCD, Code 11, Ext 75839. Reimbursement through [REDACTED] as per correspondence I'll give [REDACTED]

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